

Job Title: Secondary Success Support Specialist

Grade Level / Terms Of Employment: Grade 123 / Twelve month (260 days) contract position with excellent benefits

FLSA Status: Exempt

Work Location: Chief Academic Office

Immediate Supervisor: Director, Academic Programs and Student Supports

General Description:

Secondary Success Support Specialist leads the design, implementation, and monitoring of services and programming for dropout prevention. Responsibilities encompass but are not limited to increasing the English learner graduation rate. The individual serving in this role collaborates with division and school staff to ensure all students are appropriately screened for "at risk" factors that may lead to dropping out of school. The Secondary Success Support Specialist trains and advises administrators and counselors on appropriate placement, course of academic study, and critical supports that encourage progress towards on-time graduation. The Secondary Success Support Specialist facilitates professional development for teachers to ensure academic success for all students, with specific strategies for English language learners and subgroups with high dropout rates.

Essential Duties and Responsibilities:

- Provides leadership to the design and implementation of a division - wide student retention program that utilizes "out of the box" thinking, methodologies and evidence-based strategies to dramatically increase on-time graduation rates in the Richmond Public Schools (RPS)
- Implement developmentally appropriate and prevention-oriented group activities to meet student and school graduation rate goals in coordination with other personnel dedicated to student/parent outreach.
- Conduct a yearly program audit that includes impact of the comprehensive school retention counseling program activities, academic performance, behavior, and attendance goals
- Develop appropriate intervention plans based on findings to share with stakeholders
- Collaborates with the RPS Coordinator of English Learner Success to monitor the implementation of strategies to ensure that all English learners are identified in accordance with federal and state guidelines and receive appropriate services that would enable their success in school and on-time graduation
- Plans, implements, monitors, evaluates and adjusts academic programming and related services to ensure the success of students who are identified as at-risk to drop out
- Collaborates with colleagues from the Office of Academic Programs and Student Supports and school-based counselors and administrators to monitor the implementation of the On-Time Graduation Process jointly designed by RPS and the Office of School Quality (OSQ) within the Virginia Department of Education (VDOE).
- Maintains, analyzes, and monitors graduation data, including changes in student enrollment and achievement, and develops solutions to address challenge areas;

- Collaborates with building administrators to evaluate school-level dropout prevention programs and services;
- Assists with the compilation, maintenance and filing of all reports, records and other documents legally required by state and federal agencies related to dropout prevention
- Collaborates with the Office of Community Engagement to develop and promote family awareness of services and supports available for English learners and at-risk students that will enable family engagement in their child's education;
- Keeps up with current literature and new research findings, and attends appropriate professional meetings, workshops and conferences related to dropout prevention;
- Takes initiative and proactively identifies opportunities to strengthen one's team and organization;
- Works well in a fast-paced environment; demonstrates flexibility and adaptability with a sense of urgency and zeal for ensuring every youth in RPS experiences success in college, career and civic readiness;
- Models professionalism, engages in reflection, self-led continuous improvement, seeks out feedback and provides constructive feedback to colleagues;
- Performs other related duties as assigned.

QUALIFICATIONS:

Education and Experience

- Pupil Personnel Services License in School Counseling or Related Field
- Minimum of 3 years of experience in a secondary school-based counseling or graduation coach role required

Essential Knowledge, Skills and Abilities

- Knowledge of federal, state, and division policies, and procedures that relate to school attendance, enrollment, and instructional programming for all students and subgroups of students including those who may be educationally at risk, research on best practices of dropout prevention and provision of academic supports and intervention services;
- Efficacy in designing and facilitating successful professional development to enable school leaders and teachers to meet the needs of at-risk students and comply with all local, state and federal requirements;
- Demonstrated ability to provide effective direction, guidance, and support to teachers, school counselors, and other professional staff with the goal of increasing graduation rates;
- Evidence of well-developed communication, interpersonal, organizational, and planning skills;
- Ability to work independently and/or as a cross-functional project leader to accomplish established goals and objectives.